



SITE DEVELOPMENT PERMIT APPLICATION

(Permit authorizing the construction of site improvements including any of the following)

1. Construction of new retention or other drainage facilities.
2. Grading of areas in excess of 4350 square feet.
3. Construction of new utility underground infrastructure.

(Electronic Version Available at: <http://casagrandeaz.us/dept/planning/building-division/engineering-permits/> Email: DCPermits@casagrandeaz.gov)

Request Type:

- ☐ **Full Site Development** (per approved Site Dev. Plan)
 ☐ **Preliminary At Risk Site Grading¹**
 ☐ **Final Grading**
☐ **Site Drainage Facilities**
 ☐ **Parking Lot & Drive Aisle Construction**
 ☐ **Site Utility Infrastructure**
☐ **Other** (specify): _____

** At Risk grades are subject to modification with approval of the Final Grading Permit.

1. PROJECT NAME: _____

2. SITE LOCATION: _____

3. APPLICANT:

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____
 Status (Owner, Lessee, Agent, etc.) _____ (provide owner's permission form if applicant is not the owner)

4. CIVIL ENGINEER:

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____

5. CONTRACTOR:

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____

Applicants may receive clarification regarding the specific steps included in processing this application as well as information regarding any code, regulation or policy relevant to the processing of this application by contacting one of the following review Engineers:

Larry Petersen – lpetersen@casagrandeaz.gov, 520-421-8630, Ext. 3320

Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019

CITY INTAKE:

Date Accepted & Logged In: _____ Intake Staff: _____
 Fee Receipt # _____ Expiration Date: _____
 Assigned DC Engineer: _____ Assigned PW Inspector: _____
 Engineer's Approval: _____ Date: _____
 Inspected & Accepted by: _____ Date: _____



SITE DEVELOPMENT – APPLICATION INTAKE CHECKLIST

	Applicant	Engineer
1. Civil Plans (1 set with initial submittal; 3 sets once approved for signatures; requires City of Casa Grande signature format, see attachment) _____	<input type="checkbox"/>	_____
2. Stormwater Pollution Prevention Plan (SWPPP) – required if more than (1) acre will be disturbed, may be waived if a SWPPP was submitted with the Site Development permit for the project		
3. Reports (1 set with initial submittal; 3 sets once approved for signature) _____	<input type="checkbox"/>	_____
a. Final Drainage <input type="checkbox"/>		
b. Water/Wastewater <input type="checkbox"/> (required if development includes installation of utility infrastructure)		
c. Geotechnical Soils <input type="checkbox"/> (required if development includes buildings & or paving)		
4. Electronic Files in PDF Format _____	<input type="checkbox"/>	_____
5. Engineer's Cost Estimate _____	<input type="checkbox"/>	_____
6. Application Review Fees _____	<input type="checkbox"/>	_____

FEES DUE AT TIME OF SUBMITTAL:

- Review Fees: \$650.00 plus \$225.00 per Civil Plan sheet (Charged at Initial Submittal Only)
- Engineering Inspection Fee: 2% of construction cost (Maximum of \$10,000.00)
- Final Drainage Reports: \$280.00 each (no fee if a Final report was recently approved and on file with the City.)
- Water/Wastewater Reports: \$280.00 each (no fee if a Final report was recently approved and on file with the City.)
- Traffic Report: \$280.00 (no fee if a Final report was recently approved and on file with the City.)

APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

Signature of Applicant Date

Contact Person Phone/Email



REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES

Completeness & Substantive Review Time Frames¹

Administrative Completeness Review (CR)²	Substantive Review (SR) Stage³			
	Review of Initial Submittal⁴	Staff Decision or Review of Resubmittal^{5, 6}	Staff Decision based upon 2nd Resubmittal	Over-All Timeframe⁷
2 days	30 days	30 days	30 days	62 days

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

⁴ Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵ Issuance of a review letter regarding resubmittal only allowed if applicant consents to extend review timeframe to resolve remaining code/policy compliance issues. Said extension shall not exceed 50% of the over-all timeframe.

⁶ Review of resubmittal shall be limited to:

- a) Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports.

⁷Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes and does not include any time involved in review of the 2nd Resubmittal. An administrative decision will be made on the permit/project application prior to the end of the Over-All Review timeframe unless the applicant and the City agree to review of a 2nd Resubmittal.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

I hereby consent to a 2nd review of my application, if necessary, prior to making a final administrative decision.

Applicant

**REQUIRED SIGNATURE BLOCK FORMAT**

City of Casa Grande Plan Approval Recommended

Civil Engineer _____

Date: _____ Expiration Date: _____

The City approves these plans in concept only. The
City accepts no responsibility for errors or omissions.

City of Casa Grande Plan Approval

City Engineer _____

Date: _____ Expiration Date: _____

The City approves these drawings in concept only.
The City accepts no responsibility for errors or omissions.

“As-Built Certification”

Accepted by:

City Engineering Inspector _____ Date _____

City Engineer _____ Date _____